WORKSHOP

MONEY TALK

Controlling Moving Costs

RELOCATION ASSISTANCE PROGRAM

Moving Made Easy

Welcome

- Nature
- Expectations
- Agenda
- Timing

Objectives

- Understand real and hidden costs of relocation
- Discuss good budgeting behavior
- Learn allowances and benefits – military and civilian
- Learn where to go for help

Cost of Relocation

- Pre-departure costs and savings
  - House/quarters/rental
  - Family
  - Employment

In-Transit Costs and Savings

- Planning travel
  - Car
  - Air
- Travel emergencies
  - Relief societies
  - Red Cross
- Savings tips

Start-up Costs and Savings

- Government housing
- Rental costs
- Purchase costs
- Choosing a bank

Importance of Financial Planning Exercise

- Brainstorm list of reasons why good financial planning is important – both positive and negatives
- Keep out of trouble

Budgeting

- Principals of budgeting
- Budgeting for a move
- Where to find help in learning how to budget

Allowances and Benefits

- Military
- Department of Defense civilians

Defense Travel Management Office

The DoD Center for Travel Excellence

DTS is available. EWTS is available. Login to DTS

In the Spotlight

And the winners are...

DTMO is pleased to announce the winners of the 2013 Excellence in Practice Awards, which recognizes the top performers in DoD travel for the value they bring and the services they provide to their travel program.

Find out more.

1 2 3 4 5

In Other News

- New! - Travel Policy Compliance Program
- 72-Hour Air Reservation Auto Cancellation
- Introducing TraX Touch
- Pay DTS Debts through Pay.Gov

Travel Tools

- Find Your DTA
- State Tax Exemption Forms
- Baggage Allowance
- Rental Vehicle Assistance Tool
- Travel Explorer (TraX)
- Allowance Tables
- Allowance Calculators
- Other than Economy-/Coach-Class Transportation
- Restricted Fares

Training Resources

- Training Resource Lookup
- Listing of Available Training Resources
- Instructions for Accessing Training in Travel Explorer
- Training for Accountable Officials and Certifying Officers (COL)
- Enterprise Web Training System (EWTS) -

Travel Regulations and Allowances

- Basic Allowance For Housing
- CONUS COLA
- Overseas COLA
- Overseas Housing Allowance
- Per Diem
- JFTR/JTR
- Other Rates and Allowances

Travel Programs

- Government Travel Charge Card
- Rental Car and Truck Program
- Training for Rental Car Employees
- Military Bus Program
- Recruit Travel and Assistance
- DoD Lodging
- Air

Defense Travel System

Military Allowances CONUS and OCONUS

- Basic allowance for housing
- Overseas housing allowance
- Dislocation allowance
- Monetary allowance in lieu of transportation
- Move-in housing allowance
- Per diem allowance

Military Allowances CONUS and OCONUS (Cont.)

- Temporary lodging allowance
- Temporary lodging expense
- Cost of living allowance
- Household goods
- Advanced pay
- Emergency travel

Basic Allowance for Housing

- Provides service members with accurate and equitable housing compensation based on housing costs in civilian market
- Based on location, pay grade and dependency status

Overseas Housing Allowance

- Replaces BAH overseas
- Is not available at all locations
- You must apply

Dislocation Allowance

- Designed to partially reimburse a service member for expenses incurred when relocating
- Based on pay grade and dependency status
- Does not require repayment
- Eligibility requirements apply

Monetary Allowance in Lieu of Transportation

- Paid when driving your own vehicle to a new duty station
- Paid on a per mile basis for the official distance between duty stations
- Authorization must be obtained for driving more than two privately-owned vehicles

Move in Housing Allowance

- Covers occupancy-related expenses
- Must be eligible for OHA
- Paid in a lump-sum
- Designed to cover expenses for security, rent-related taxes or fees and expenses such as major appliances, improvements, etc.

Per Diem Allowance

- Flat rate for each day of travel
- May be drawn up to 10 days in advance
- Dependents receive a percentage of service member’s amount
- Rates vary depending on overseas destination

Temporary Lodging Allowance

- Offsets costs of temporary lodging and meals when arriving or departing OCONUS
- Amount depends on per-diem rate, family size and other variables
- May be advanced but keep receipts
- Be aware that relief society loans and grants are not available when receiving TLA

Temporary Lodging Expense

- Up to $290 per day to offset cost of food and lodging
- Available for a maximum of 10 days at either your old or new duty station in CONUS
- Available for a maximum of five days if transfer is to OCONUS
- Reimbursement-only benefit

Cost of Living Allowance

- Designed to help service members maintain same standard of living when living in high-cost areas
- Depends on location, cost of living, exchange rates, pay grade and number of family members

Household Goods

- Weight allowance
- Personally procured moves
- Privately-owned vehicle
- Professional books and equipment
  - Protecting your HHG
  - Insurance
  - Claims
- Unaccompanied baggage
- Mobile homes

Professional Books and Equipment

- Do not figure into allowed household weight
- Include books, materials, equipment and specialized clothing essential to perform official duties

Unaccompanied Baggage

- Assemble an express shipment
- Designed to sustain families through the first 60 days
- May include personal clothing, linens, kitchen basics, toys, baby essentials, professional books and materials
- Loan locker availability through Military and Family Support Centers at some locations

Personally Procured Transportation

- Personally procured moves
- The government pays you to move yourself – 95% of the government's constructed cost

Permanent Change of Station Travel Advances

- Advance pay
- Advance basic pay
- Advance basic allowance for housing
- Advance overseas housing allowance

Emergency Leave Travel

- Commercial vs. government
- International
- Limited within the United States

Civilian Allowances

- Eligibility
- Employee and dependent transportation
- Employee and dependent per diem
- Transportation and storage for household goods
- Mobile home
- Miscellaneous expense allowance

Civilian Allowances (Cont.)

- Temporary quarters subsistence expense
- House hunting trip
- Relocation income tax allowances
- Real estate transactions
  - Sale
  - Purchase
  - Rental
- Relocation and property management

Eligibility

- Department of Defense civilian
- Moves in the interest of the government
- Allowances are discretionary
- Agency determination
- Employee must sign a one year service agreement
- Always check the Defense Travel Management Office website

Employee and Dependent Transportation

- Use of POV receive MALT
  - Rate per mile
  - Usually adjusted in January
  - In general two POVs per household

Employee and Dependent Per Diem

- Per diem is amount for lodging, meals and incidental expenses
- Standard CONUS rate applies
- Maximum per diem rate applies to OCONUS
- Rates adjust annually
- Authorized travel time is based on 350 miles per day using official mileage table
- Spouse and children get a reduced rate

Transportation and Storage of Household Goods

- Includes packing, crating, unpacking, uncrating, drayage and hauling
- Includes temporary storage for 90 days with additional 90 days authorized
- Maximum weight for civilians 18,000 lbs.
  - Can be limited overseas
  - Overseas unaccompanied baggage allowed with weight limits

Transportation and Storage of Household Goods (Cont.)

- Use of POV may be approved for overseas
  - Generally, one POV is approved
  - Some times in CONUS
- Professional books and equipment
  - Administrative expense
  - Not in weight limits
- Permanent storage
  - Generally for overseas assignments

Transportation of Mobile Homes

- In lieu of household goods allowance
- Available in the 48 contiguous states and Alaska
- Good condition, transportable and used as primary residence
- Cost limited to cost to ship 18,000 lbs. plus 90 days temporary storage

Miscellaneous Expense Allowance

- Reimburse various setup expenses
- No itemization
- One time payment
- Flat rate limited to without dependents or without
- Generally one week’s salary with caps

Temporary Quarters Subsistence Expense

- Discretionary by agency
- Partially reimburse for reasonable expenses while in temporary lodging
- Actual or lump sum basis
- At standard CONUS rate up to 120 days

House-hunting Trip

- Discretion of agency
- Employee and spouse
- Up to 10 days
- May be subtracted from TQSE

Relocation Income Tax Allowance

- Reimburses for tax liability, federal, state and local incurred as a result of the move
- Calculated in Federal Travel Regulation Part 302-17

Real Estate Transactions and Unexpired Lease Expense Allowance

- Reimbursement for sale (10%) and purchase expenses (5%)
- A PCS is authorized and approved
- Actual residence
- Two years to complete transaction
- Signed service agreement
- Renters expense reimbursed if necessary for government directed move when lease hasn’t expired

Relocation Management Contracts

- Corps of Engineers executive agent for DoD civilians
- Move for good of the government
- Services have established criteria
- Guaranteed home sale program based on fair market value – safety net
- Assigned professional counselor from contractor
- Contains marketing incentive payments for employee selling home
- Big expensive and important benefit – very discretionary

Property Management Services

- Discretionary
- Overseas moves
- Two years with possible extension

Medical Considerations

- Planning
- ID cards
- Eligibility
- Screening
- Travel
- Military treatment facilities
- Beneficiary counseling and assistance coordinators

Pets

- Planning travel
  - Medical screening
  - Vaccinations
- Transporting pet – Air or Auto
  - In cabin (size, carrier, feeding)
  - In cargo (size, crates, feeding, temperature)
- Settling-in
  - Quarantine
  - New laws (dangerous dog, leash, fences)
  - Check up

Summary and Wrap up

- Review expectations
- Follow up – due outs
- Review resources
  - Websites
  - Handouts
- Evaluations

RELOCATION ASSISTANCE PROGRAM

Moving Made Easy

Created for you by the Department of Defense
Relocation Assistance Program

Providing policy, tools, and resources to further enhance the quality of life of service members an
their families